

**MINUTES OF THE MEETING OF THE MURRAY CITY
PERSONNEL ADVISORY BOARD
JANUARY 16, 2009**

Members of the Murray City Personnel Advisory Board met on Friday, January 16, 2009 at 8:00 a.m. in the Council Chambers.

Those present were: Jeff Jensen, Deborah Peters, David Frandsen, Patricia Wilson, Mike Terry, and Jill Jettie.

Excused: Bob Parry.

READING OF MINUTES

The minutes of the October 17, 2008 meeting were approved.

PERSONNEL ACTIONS - See attachment.

Deb asked if we were not hiring due to financial reasons. Mike responded that there is currently a "soft hiring freeze" in place. Meaning that if there is an opening we would discuss to see if it is necessary to back-fill the position.

GENERAL DISCUSSION

Mike asked Patricia to address Murray City's current financial issues and to review the plan that has been put into place. Murray has been watching sales tax revenue, the latest report which does not include December, but shows that Murray City is currently down by 7% as compared to last year. There is a two month lag between the end of the month and when the City receives sales tax results. We will continue to watch sales tax revenue before the budget is finalized but as of now the budget does not factor in any merit increases or cost of living adjustments. Employees will receive market adjustments but only in receiving a grade change, they will not receive an increase in their salary. This is being done in hopes that we will not have to conduct layoffs as well as keeping our benefits the same in regards to the City continuing to pay 85% of the premiums. Employees may see an increase which reflects an increase that may be received from PEHP during open enrollment but this would be the only increase that we foresee at this point. We will know more next month once the results from December's sales tax is received but for now the 7% decrease equals approximately \$1 million that our budget will need to be reduced by. Deborah asked if we had put together any type of plan to have employees work less hours to help make up the difference. Mike responded that we haven't gotten to this point yet and that we would explore this prior to layoffs, which would be the last resort. Patricia mentioned that Costco is our number one resource for sales tax and that the car dealerships are also some of our main contributors.

Jeff asked if the soft hiring freeze would impact services to Murray residents. Mike stated that it depends if employees quit and what departments they leave from. Currently the Power Department is looking for additional projects because they are caught up and are now working on projects that have been postponed. Public Services and Parks are fully staffed. This is the time of year these departments get caught up on projects that were held off for the summer work.

Jeff asked if we receive much revenue from the State of Utah. Patricia stated that the State has pulled back \$1 million that they had promised us towards road projects. We will request that the legislature give this back. Deborah mentioned that she heard that there is legislation from the Federal Government that they will fund more road projects. Patricia said that she has heard the

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same thing and that this would be nice if it happened but for now we cannot count on it.

She also said that last year we held back on capitol projects on the roads in effort to give cost of living increases and market adjustments to employees. This allowed us to get “in line” with our employee’s salaries. This year our focus will be to preserve jobs. Jeff mentioned that at the State they have been asked to trim costs by 7%. Deborah mentioned that she has been informed by those that work for the University of Utah that they are being required to trim their budgets by 15%. Patricia agreed that we are fortunate to only be down by 7% and are trying to be as creative as possible with the budgets.

Mike will present the most current code on the Personnel Advisory Board next month as there are a few corrections that need to be made to document on file. Jeff asked that he give an overview of what will be included in those changes. It will state that the board will consist of a three member board and that two members of the board are required to be in attendance to constitute a quorum. In addition, there will be two non-voting members which are the Employee’s Association president and the Director of Finance.

One of the major differences is the new grievance/appeal procedure. The Civil Service Commission, which has had oversight over the Police and Fire Departments, has been disbanded. The Personnel Advisory Board now has oversight over all Murray City employees. The updated policy states if an employee has an issue involving anything to do with a hiring decision which was unfavorable to the employee, a mandated time off that is under two days off without pay, supervisor/employee disagreements which are in need of a resolution would come to the Personnel Advisory Board. The process would begin with the employee trying to resolve the disagreement with their supervisor, if it is not resolved with the supervisor, the employee would then go to their Department Head with a grievance form, if the grievance is with their Department Head, they would skip this step and go directly to the Human Resources Director. Otherwise, Human Resources is contacted only if the grievance cannot be resolved within the department. If the employee is not satisfied with the decision they receive from the Human Resources Director they would then come to the Personnel Advisory Board. If the employee was still unsatisfied the decision of the grievance the last step would be the taking the grievance to the Mayor. The Mayor’s decision will be final.

For more serious issues such as suspension without pay for more than two days or terminations, a special appeal board would be created consisting of certified mediators. The mediators are found from a list that the State of Utah puts together of professionals who are available for this purpose. This board is comprised of three mediators. The employee, the Department Head and the Mayor each choose one mediator to sit on the board. Previously this board has consisted of 5 employees, 2 were department heads and the other 3 were chosen by the Employee’s Association. This made it difficult for those employees who were chosen to sit on the board because even though they were not in the same department as the employee with the grievance there was a chance that they had worked with or knew the employee. The thinking was that we get a professional, neutral party to make decisions. Deborah stated that she liked this idea because there are professionals who know the laws making the decisions and it doesn’t put pressure on other employees.

Next Meeting: Scheduled As Needed.

ADJOURNMENT: The meeting adjourned at 8:30 a.m.